

# CM / ECF

## **Attorneys and CM/ECF Case Management/Electronic Case Files United States Bankruptcy Court for the Western District of Oklahoma**

Case Management/Electronic Case Files (CM/ECF) is the new automated case management and electronic docketing system for The United States Bankruptcy Court for the Western District of Oklahoma. CM/ECF provides a new, easy-to-use electronic case filing feature that will make life easier for you by allowing you to file and view court documents over the Internet.

### **What Does CM/ECF Offer?**

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents (so files are not misplaced)
- Potential reduction in courier fees

### **What Do I Need to Use CM/ECF?**

- A personal computer running a standard platform such as Windows or

Macintosh

- Word processing software
- Internet access and a browser. The system has been certified with Netscape and Internet Explorer
- High speed Internet access i.e. Broadband, Cable, or DSL
- Software to convert documents into PDF
- Scanning equipment may be useful

### **How Does it Work?**

The electronic case files system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's CM/ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing (by pressing a submit button).
- Save or print the CM/ECF electronic receipt emailed from the court confirming that the document was filed.

### **Are There Fees?**

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

### **How will I Sign Documents?**

The court will issue logins and passwords. Using your login and password to file a document is considered to be your signature.

### **How Secure is CM/ECF?**

CM/ECF has many security features and has passed an evaluation by the National Security

Agency. Access to the system is through a court issued login and password.

### **When is CM/ECF Coming to This Court?**

The Court's projected date for conversion to CM is January 3, 2006.

The Court's projected date for conversion to ECF is March 6, 2006.

### **What Kind of Training will be Provided?**

Training in the use of CM/ECF will be offered free of charge. Schedules for training will be posted on the Court's web site in late 2005.

[www.okwb.uscourts.gov](http://www.okwb.uscourts.gov).

### **Contact Information**

If you have questions regarding the conversion to CM/ECF, you may contact the Bankruptcy Court's CM/ECF Project Leader, Sheila Sewell, by calling 405 609 5700.